

APPLICANTS

CERTIFICATION

WHAT IS CERTIFICATION?

Certification is a voluntary credential that recognizes a CHW's demonstration of the CHW core competencies. Core competencies include:

Kentucky Community Health Worker Core Competencies

| | |
|--|---|
| 1. Communication | 2. Use of Public Health Concepts and Approaches |
| 3. Organizational and Community Outreach | 4. Advocacy and Community Capacity Building |
| 5. Care Coordination and System Navigation | 6. Health Coaching |
| 7. Documentation, Reporting and Outcome Management | 8. Legal, Ethical and Professional Conduct |

Benefits of certification include:

- Acknowledgement of CHWs' training, experience and diverse skillsets
- Furthering career goals and increase opportunities for employment and formal education
- Building individual CHW confidence
- Staying abreast of current research and opportunities through continuing education
- Increased respect and recognition for CHWs' work in communities
- Certified Community Health Workers may use the abbreviation "CCHW" in on business cards, email signatures, and resume's/CVs

WHAT ARE THE REQUIREMENTS FOR CERTIFICATION?

- At least 18 years old
- U.S. Legal Resident
- Lives or works in Kentucky
- Demonstrate CHW core competencies through CHW experience or CHW training and mentorship
- Submit completed application and certification fee
- Not on Medicaid exclusion list

DO I QUALIFY?

There are two "tracks" for applicants: certification based on education and certification based on experience.

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Certification based on education is for those who have completed a “formal” CHW training program which consisted of at **least** 40 hours of didactic classroom training and **at least** 40 hours of a supervised mentorship experience.

Certification based on education is for those who may not have completed a formal training program, but have worked as a CHW (or similar role) for **at least** 2,500 hours over the past three (3) years.

*Please note that it is the responsibility of the applicant to ensure that they have met the hour requirements **before** applying. 2,500 hours is roughly equivalent to 1.5 years of full-time work.

WHERE CAN I FIND A TRAINING PROGRAM?

If you have already been hired as a CHW, your organization may provide training for you. If you are looking to participate in the training prior to working as a CHW, please contact the Kentucky Community Health Worker Program (CHW.Certification@ky.gov or 502-564-7996), and we can assist you.

HOW DO I APPLY?

1. Figure out which track (education or experience) you qualify for and complete the “Intent to Apply” on [the KDPH webpage](#).
 - If you qualify for both, just pick one! You do NOT need to do both or extra work
2. Download review the appropriate “packet” with requirements
 - All application materials can be found on the [KDPH CHW webpage](#)
3. Identify your professional reference
 - Ask them ahead of time
 - Make sure they understand what you need and when you need it
4. Get your picture taken and print it
 - This can be done at work or at home; it does not need to be a “professional” photo
5. Gather your required materials
 - Letter of reference
 - Copies of training certificates if applying based on education
 - A copy of your official position description from Human Resources if applying based on experience
6. Fill out the forms
 - Make sure you have contact information for your professional reference, direct supervisor, training coordinator and mentorship supervisor. KDPH will perform verification for each.
7. Pay the \$50 non-refundable fee on the [KYACHW website](#).
 - All fees will go directly to future trainings.
8. Gather all materials together and mail them in!

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275 E. Main Street HS2WE
Frankfort, KY 40621

HOW LONG WILL IT TAKE TO PROCESS MY APPLICATION?

It can take **up to 60 days** from the date KDPH receives the application to process.

Please be aware that if your application is incomplete or there are errors upon submission, it will take longer to process.

HOW WILL I KNOW IF I AM CERTIFIED?

If your application for certification has met all of the qualifications, the KDPH CHW Program will send written notification via email. Your certificate will be sent to your home address via mail.

WHAT HAPPENS IF I AM DENIED?

If your application does not meet the requirements for certification, the KDPH CHW Program will send written notification via email. You may apply again during the next calendar year.

CONTINUING EDUCATION AND RECERTIFICATION

HOW MANY CONTINUING EDUCATION (CE) HOURS DO I NEED TO RECERTIFY?

As a Certified CHW you need to obtain 10 hours of continuing education during the one (1) year certification period.

At least 5 of those hours are **required** to come from KDPH approved trainings. You may earn up to 5 hours from independent trainings.

WHERE DO I GET MY CE HOURS?

The certification program is set up so that CCHWs can obtain all of the required CEs by attending the Kentucky Association of Community Health Workers' (KYACHW) quarterly trainings and the KYACHW annual conference. Any trainings that have gone through the KDPH approval process qualify as "approved" trainings.

Independent trainings include **any training that is relevant** to the CHW profession and related to the CHW Core Competencies. However, in order for the training to count, you must keep sufficient documentation.

WHAT DOCUMENTATION DO I NEED TO KEEP?

It is your responsibility as a CCHW to keep documentation for all CE trainings you attend. The easiest way is to have a folder and label it “CHW CEs” and keep everything in one place.

If the training has been approved by KDPH and has, *“this program has been approved by the Kentucky Department for Public Health Community Health Worker Program to provide X hours of continuing education credit,”* on the certificate, that is all you need to keep!

If you participated in an independent training, a certificate of completion may be sufficient, as long as it includes the name of the training organization, the title of the training, the date of the training, your name, and the number of hours.

If the training did not provide you with a certificate, you may need to provide several pieces of documentation. You will need documentation which shows the name of the training organization, your name, the date of training with start and end times, and the program description or objectives. If you are using a college course for CE credit, you will need to provide the course syllabus.

REQUIRED DOCUMENTATION

| | KDPH Approved Training | Independent Training WITH Certificate | Independent Training WITHOUT Certificate (* = required) |
|-----------------------|--|--|--|
| Documentation: | Certificate of Completion which includes: | Certificate IF it includes: | Name of training organization * |
| | Name of CCHW | Name of CCHW | Name of CCHW* |
| | Training Organization Name | Training Organization Name | Agenda or materials with program date and start/end times* |
| | Title of Training | Title of Training | Program description and/or objectives* |
| | Date of Training | Date of Training | Copy of sign in sheet OR screenshot of online registration |
| | Required Statement | Length of Training | Course syllabus (if applicable) |

RECERTIFICATION

WHEN DO I RECERTIFY?

CCHWs are required to recertify on a yearly basis. Each year, CCHWs will submit their recertification materials **during the month of October**. Please see the schedule below for recertification dates based on the date of initial application.

| INITIAL CERTIFICATION DATE | RECERTIFICATION DATE |
|------------------------------|----------------------|
| October 2019 - December 2019 | October 2020 |
| January 2020 – December 2020 | October 2021 |
| January 2021 – December 2021 | October 2022 |

HOW DO I RECERTIFY

To recertify, a CCHW must submit the following materials during the month of October, one year after their certification. To qualify for recertification, a CCHW must have completed 10 hours of continuing education and must submit a completed application.

WHAT MATERIALS DO I NEED?

- General application
- Continuing education tracker form
 - Appropriate documentation (see chart in “continuing education” section)
- Updated photo
- Recertification fee of \$25 to [KYACHW](#)

WHAT IF I NEED AN EXTENSION?

If you have extenuating circumstances and are unable to complete your continuing education requirements, you may apply for one **90-day extension**. This request must be made in writing to the CHW program email account. Certification will not be renewed until the requirement is met.

A CCHW who has not corrected the deficiency by the expiration date of the 90-day extension shall be considered as noncompliant with the renewal requirements and may no longer be certified. The CHW may reapply as a new CCHW.

ORGANIZATIONS

TRAINING

WHO CAN TRAIN CHWS?

As of 2020, any organization that wishes to launch a CHW training program may do so. Training programs **must be at least 40 hours of didactic classroom experience**.

DO YOU CERTIFY TRAINING PROGRAMS?

Not yet – but we will! In 2021, the KDPH CHW Program will launch a CHW Training Organization Certification. Once this certification program launches, CHWs will be required to participate in a certified training program. Please check this section regularly for updates regarding this process.

MENTORSHIP

WHO PROVIDES THE MENTORSHIP?

Some training organizations will provide mentorship opportunities for those who participate in their training program. However, oftentimes this is the responsibility of the employer as each CHW program and duties are different. Before enrolling your CHWs in a training program, please check with the training coordinator regarding whether or not they provide mentorships.

WHAT DO I NEED TO DO FOR MENTORSHIP?

Your organization will need to provide **at least** 40 hours of supervised, verifiable experience. The mentor supervisor will need to attest that they have witnessed the CHW perform each of the Core Competencies successfully during that time.

It is up to the organization to thoroughly document and retain the appropriate records regarding mentorship.

CONTINUING EDUCATION

HOW DO I APPLY TO HAVE MY TRAINING APPROVED?

Please fill out the “CHW CE Application” which is located on our [webpage](#). Please make sure that you fill out each section to the best of your ability and provide sample copies of evaluation materials as well as all instructor resumes/CVs.

You may submit the application via email at CHW.Certification@ky.gov or by mail to:

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HOW EARLY DOES KDPH NEED THE PAPERWORK?

In order to give the CHW program staff enough time, please turn in all materials at least four (4) weeks prior to the anticipated training date.

WHEN WILL I KNOW IF MY TRAINING HAS BEEN APPROVED?

KDPH CHW program will notify you in writing via email. The notification will also include the number of CE credits that the training is approved to provide.

MY TRAINING HAS BEEN APPROVED, NOW WHAT?

Once approved you will need to add the following statement to your agenda AND certificate of completion:

“This program has been approved by the Kentucky Department for Public Health Community Health Worker Program to provide X hours of continuing education credit”

In addition to the statement above, approved trainings are required to provide a certificate of completion which includes:

- Training organization name
- Title of training
- Date of training
- CHW name
- Number of CEs

I HAVE A RE-OCCURRING TRAINING. DO I HAVE TO GET IT APPROVED EVERY TIME?

If the training will be the same each time, there will be no need to re-apply. However, if there are updates or changes made to the curriculum then you will need to re-submit your application.